

## DAAS GROUP RESPITE SERVICE REVIEW

AREA AGENCY ON AGING \_\_\_\_\_ ASSESSMENT DATE \_\_\_\_\_

CONDUCTED BY DAAS STAFF: \_\_\_\_\_

AAA STAFF INTERVIEWED: \_\_\_\_\_

SUMMARY	YES	NO	N/A
All programs funded for group respite services during the period covered by the Area Plan are listed on the Exhibit 12 assessment schedule			
Exhibit 12 shows that each group respite program has been scheduled for programmatic monitoring at least once every three years (or more often as needed)			
Exhibit 12 shows that each group respite program has been scheduled for unit verification at least once every two years			
Scheduled reviews have been conducted			
AAA used the appropriate NC DAAS group respite program monitoring tool			
The list of assessment files reviewed on-site by DAAS includes:			
In general, the review shows that the AAA chose appropriate client samples for unit verification			
In general, the review shows that the AAA used adequate procedures to verify that HCCBG funding is being used to reimburse eligible clients and eligible units			
In general, the review shows that the AAA conducted appropriate follow-up after programmatic monitoring			

**MAKE A COPY OF THIS PAGE FOR EACH GROUP RESPITE PROGRAM FILE TO BE REVIEWED**

GROUP RESPITE SERVICE PROVIDER \_\_\_\_\_

PROVIDER CODE \_\_\_\_\_ DATE OF AAA MONITORING \_\_\_\_\_

AAA MONITOR(S) \_\_\_\_\_

PERSON(S) INTERVIEWED \_\_\_\_\_

	YES	NO	N/A
AAA verified the program adheres to DAAS Group Respite Service Policies and Procedures			
- Explanation given of documentation verifying compliance			
Unit of Service Verification Report or similar paperwork used to sample clients and units is attached			
Names of persons sampled and month reviewed are identified			
Source documentation exists that verified unit(s) were in fact received by the specific person on the date(s) indicted			
- Source documentation is listed			
- If unverifiable units were found, appropriate comment, adjustment and follow-up was completed			
Appropriate documentation regarding consumer contribution was checked			
- Documentation verifying compliance is listed			
Comments or concerns on any other issues identified			

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